

DAY CAMP DIRECTOR
(Various locations throughout Jefferson County)

APPLICATIONS WILL BE ACCEPTED FROM 3/2/16-3/16/16

Wage: \$11.00-\$12.00 per hour (no benefits; 40 hours per week; Monday – Friday; Hours and location vary between 7 a.m. – 6 p.m.)

Hourly rate will be determined by qualifications and years of experience.

(Jefferson County Parks & Recreation operates summer camps from mid- June 16 thru August 12th, staff must be able to commit to at least all but 1 week of camp, as well as available to attend mandatory trainings in June if you are applying for this position.)

CAMP DESCRIPTION:

This position is geared toward someone wanting to work a full day camp over the summer. Our day camp is developed for children 5-13 years old. This position will plan and implement general day camp activities for up to 50 elementary-aged campers. Supervision is given to an Assistant Director, Counselors, Camp Aides and leaders-in-training as required. Direct supervisor is the department assistant director.

EXAMPLES OF WORK:

- Open or close the camp daily (including set-up or clean-up)
- Greet parents and children
- Plan, supervise and lead educational and recreational camp activities, small group activities (12-15 children), large group activities
- Plan, supervise and lead all-camp activities, special events and field trips
- Participate in all activities
- Supervise and evaluate camp staff
- Supervise the safety of campers and perform daily inspections of the camp facilities
- Prepare weekly parent information letter
- Prepare and maintain records and reports
- Purchase camp supplies with county issued credit card
- Perform other related duties as required

QUALIFICATIONS AND REQUIREMENTS:

- Must be **21 years of age or older** and a minimum of 6 months (2 summer seasons) experience working with children
- Must have high school degree (or equivalent) and relevant work experience or education
- Strong and effective spoken and written (English) communication skills
- Ability to develop and maintain effective working relationships with co-workers, children and their family members, and the general public
- Physical requirements include the ability to move/travel over camp-related terrain in indoor and outdoor areas
- CPR and First Aid Certified, trainings will be available
- Must be able to lead counselors in daily activities/operations
- Must be dedicated to camp and willing to organize games/daily activities for the campers
- Must be a positive role model for campers and employees
- Must come to work with a positive attitude and on time
- Must be able to communicate with parents, office and counselors
- Must provide a SAFE & FUN environment

SPECIAL REQUIREMENTS:

- Current certification in First Aid and CPR
- Ability to provide own transportation to assigned camp and other sessions/meetings as needed
- A pre-employment background investigation
- Preference may be given to candidates that have a degree in a related field
- Preference may be given to candidates that have more than 1 year of experience working with children
- Preference may be given to candidates who are able to interpret via sign language